



Dover PTO Check Request

***Please allow 10 days for processing.**

Name: _____ Date Submitted: _____

Contact (Phone/Email): _____ Date Needed: _____

Program Name: _____

Approved by: _____ (signature of PTO Executive Board Member)

Check Handling (select one):

Put in _____ mailbox in Chickering office

Mail to _____ (provide address)
(street, city, state, zip)

Other _____

Attach all supporting receipts, invoices, contracts or other documents.

Payee (Check made payable to:)	Budget Category	Date	Amount	Description
Total Amount:				

Notes:

1. All requests must be approved by the PTO Executive Board Member responsible for this program area. See page 2 for a list of PTO Executive Board Members by program area.
2. For questions contact PTO Treasurer Sarah Cole at treasurer@doverpto.org



Dover PTO Organizational / Responsibility Chart 2020 - 2021

President	Communications Vice-Chair
Executive Board	Assists Communications Chair
Liaison to Principal and School Committee	
Back to School Picnic	Fundraising Chair
5 th Grade Celebration	Check Writing Campaign/Spring Auction
	Easy Money
Vice-President	
Community Events	Fundraising Vice-Chair
PTO Grants	Assists Fundraising Chair
Teacher Discretionary Fund	
Virtual Experience Advisor	Community Outreach
	Food Drive / Halloween Candy Drive
Advisor	Make A Difference Clubs
Past President - Advises President	Outdoor Classroom
Treasurer	Diversity, Equity & Inclusion Officer
Budget	Liaison for METCO Family Friend program
Audit Committee	Organizes METCO/FF events (4)
Payment/receipts, reimbursements, PTO grants and Teacher Discretionary Funds payments	Works with administration and local orgs to keep diversity, equity and inclusion a schoolwide priority.
	Curriculum Enrichment Chair
Assistant Treasurer	CE programs
Assists Treasurer	Pre-K – 5 coordinators
	Liaison to administration on CE programs
Secretary	
Maintains minutes	Curriculum Enrichment Vice-Chair
Directory Committee & Excuse Pads	Assists CE Chair
Communications Chair	Volunteer Services
Internal (newsletters, general eBlasts)	Coordinates Room Parents
External (newspapers, print media)	Coordinates Volunteers
Liaison to DMA	Hospitality
Website content update	School Picture Coordinator
Submits PTO/parent communications to administration	Library Coordinator
	Books from the Heart
	New Family Welcome Committee

